

**UNITED STATES DEPARTMENT OF AGRICULTURE**

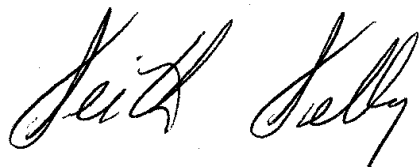
Farm Service Agency  
Washington, DC 20250

**Notice AO-1162**

**For:** State and County Offices, APFO, KCCO, and KCMO

**Field Gleaning and Food Recovery (FG/FR) and Farmers' Markets**

**Approved by:** Administrator



**1 Overview**

**A**

**Background**

By Executive Memorandum, dated November 23, 1996, President Clinton directed all Federal departments to promote food recovery. USDA has been charged with implementing a Government-wide initiative to increase FG/FR efforts nation-wide. Secretary Glickman has committed USDA resources to fight hunger.

According to a USDA study, more than one-fourth, or 96 billion pounds, of all food produced in the United States is wasted. Last September, the Secretary sponsored a National Summit on Food Recovery and Gleaning with 4 leading nonprofit anti-hunger organizations. In support of USDA's FG/FR initiative, FSA has agreed to enhance, promote, and implement FG/FR projects. FSA has agreed to initiate at least 1 volunteer field gleaning project in at least 19 States during the summer of 1998.

Well coordinated farmers' markets can result in recovery of fresh produce and opportunities for field gleaning projects. Important educational and informational experiences occur when consumers buy products directly from actual producers.

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**Disposal Date**

June 1, 1999

**Distribution**

State Offices; State Offices relay to County Offices

## 1 Overview (Continued)

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### A

#### Background (Continued)

Because FSA has a direct link with agricultural producers, FSA can play a vital role in encouraging the establishment and growth of farmers' markets which result in benefits, such as:

- building communities and strengthening family farms
  - expanding direct markets for agricultural producers including small, limited resource and minority farmers
  - educating consumers of the nutritional benefits of consuming fresh fruits, vegetables, and other agricultural products
  - informing more citizens of the importance of FG/FR while encouraging their participation to address hunger in communities.
- 

### B

#### Goals

The National Food Recovery and Gleaning Summit's Call to Action established the following goals to be accomplished by the year 2000:

- 33 percent increase in the amount of food recovered, gleaned, or distributed
- feed 450,000 additional hungry Americans daily, using gleaned or recovered food.

In support of USDA's Food Recovery to Help the Hungry Interagency Working Group, which is chaired by the Secretary, FSA has agreed to participate in projects to enhance, promote, and implement food recovery and gleaning initiatives. FSA's specific goals are to initiate a new volunteer field gleaning program by:

- implementing at least 1 field gleaning project in at least 19 States during the summer of 1998
  - having at least 1 field gleaning project in every State by 2000
  - establishing at least 5 new FSA-sponsored farmers' market projects in 1998
  - initiating FG/FR from at least 50 already-established farmers' markets that had not previously participated in FG/FR.
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## 1 Overview (Continued)

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### C

#### Purpose

This notice:

- is to increase awareness and understanding of what FSA employees can do to help alleviate hunger
  - provides guidance on:
    - assessing participation in, and identifying potential for, FG/FR projects
    - starting and organizing an FG/FR project
    - involving community partners and resolving problems that may be encountered
    - establishing or enhancing farmers' markets in conjunction with FG/FR
    - reporting FG/FR activities to National and State Offices.
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### D

#### Definitions

According to USDA's, A Citizen's Guide to Food Recovery:

- field gleaning means the collection of crops from farmers' fields that have already been mechanically harvested or on fields where it is not economically profitable to harvest
  - perishable food rescue or salvage means the collection of perishable produce from wholesale and retail sources
  - food rescue means the collection of prepared foods from the food service industry
  - nonperishable food collection means the collection, such as from food drives, of processed foods with long shelf lives.
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## Notice AO-1162

### 2 Assessing Participation and Potential for FG/FR Projects

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#### A

##### Publications

A Citizen's Guide to Food Recovery and the Economic Research Service's Study Estimating and Addressing America's Food Losses have already been distributed to State Offices. Use the following sources to obtain additional information:

- telephone 1-800-GLEAN IT
- the Internet's USDA Gleaning and Food Recovery Home Page at "<http://www.usda.gov/fcs/glean.htm>".

Under separate cover, each State Office will be sent a copy of a Gleaning Guide - How to Coordinate Gleaning Events in Your Community. State Offices shall:

- reproduce this Gleaning Guide
- provide a copy to each Service Center.

**Note:** The Emerson Good Samaritan Food Donation Act provides protection to citizens, businesses, and nonprofit organizations that act in good faith to donate, recover, and distribute excess food. A discussion of legal issues is in the Citizen's Guide to Food Recovery on pages 10 and 51 through 54.

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#### B

##### Responsibilities

Following are FG/FR responsibilities for:

- SED
- State coordinator
- local project coordinator.

**Note:** APFO, KCCO, and KCMO employees are expected to participate in local FG/FR activities in their area.

| Person Responsible | Responsibilities  |
|--------------------|---|
| SED                | Designate 1 employee to serve as the State FG/FR coordinator.<br><br>Inform CED's to either serve as or designate a local FG/FR project coordinator for their county or counties. |

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Notice AO-1162

2 Assessing Participation and Potential for FG/FR Projects (Continued)

**B**  
**Responsibilities**  
**(Continued)**

| Person Responsible      | Responsibilities   |
|-------------------------|--|
| State FG/FR coordinator | <p>Coordinate establishment of FG/FR projects for their State.</p> <p>Identify and communicate with organizations, State government agencies, and religious groups that work with underprivileged families.</p> <p><b>Examples:</b> Following are some potential organizations to contact:</p> <ul style="list-style-type: none"> <li>• community action groups</li> <li>• faith-based or religious organizations</li> <li>• public aid</li> <li>• State health department</li> <li>• Food and Nutrition Service (FNS), Women, Infants, and Children Nutrition Program (WIC)</li> </ul> <p><b>Note:</b> Direct questions about food stamps or WIC coupons to the FNS representative in the FG/FR coordinator's State.</p> <ul style="list-style-type: none"> <li>• food pantries and food banks</li> <li>• senior citizen and youth groups, such as 4-H, Future Farmers of America (FFA), Boy Scouts, and Girl Scouts</li> <li>• local and county elected officials</li> <li>• Federal housing authorities</li> <li>• anti-hunger groups, Salvation Army, and so forth</li> <li>• other USDA or Federal agencies.</li> </ul> <p>Serve as point of contact, and advise local FG/FR project coordinators.</p> <p>Explain the potential and possibilities of implementing FG/FR projects.</p> <p>Disseminate information about implementing potential FG/FR projects.</p> <p>Assess feedback received from farmers, community action groups, food banks, and local project coordinators to meet goals stated in subparagraph 1 B.</p> |

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2 Assessing Participation and Potential for FG/FR Projects (Continued)

**B**  
**Responsibilities**  
**(Continued)**

| Person Responsible              | Responsibilities   |
|---------------------------------|--|
| Local FG/FR project coordinator | <p>Manage and supervise local project or projects to ensure success for initiating high-quality FG/FR activities.</p> <p>Contact fruits and vegetables (FAV) producers, contractors, and processors to obtain information about:</p> <ul style="list-style-type: none"> <li>• types and amounts of produce that might be available</li> <li>• how produce is sold; such as by farmers' markets, grocery stores, roadside stands, or contracting or processing companies.</li> </ul> <p>Establish local FG/FR committee, involve community representatives in the project or projects, and chair initial local FG/FR committee meeting.</p> <p>Coordinate and conduct informational meetings and local committee meetings.</p> <p>Place notice of public meeting in local papers and send written notification to interested community action groups concerning a meeting to discuss implementing a program, including:</p> <ul style="list-style-type: none"> <li>• the date, time, and place for a meeting</li> <li>• goals and information that will be discussed</li> <li>• a list of other parties invited.</li> </ul> <p>Coordinate pickup of produce with producers.</p> <p>Assign FG/FR committee members to contact distribution sites to:</p> <ul style="list-style-type: none"> <li>• determine quantity needed</li> <li>• coordinate dates and times of the delivery.</li> </ul> <p>Contact transportation and volunteer coordinators to coordinate details of distributing produce.</p> <p>Schedule pickup of gleaned or recovered produce with the producer.</p> <p>Contact volunteer, transportation, distribution, and publicity coordinators.</p> <p>Contact other agri-businesses and organizations to gather information regarding producers, contracting companies, and processors.</p> <p>Follow up with each partner to resolve any problem that may arise.</p> |

### 3 Establishing FG/FR Committees

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#### A

##### Involving Local Community in FG/FR

FG/FR projects are most successful with the support, involvement, and active participation of the local community. Local FG/FR project coordinators shall establish a local FG/FR committee to coordinate and implement the project. Recruit from a variety of sources to obtain as many volunteers as possible. Ultimately, once the project is established, the local FG/FR committee should continue the project with limited FSA involvement.

Local FG/FR committees should include representatives of:

- local schools, churches, and clubs, such as senior citizen, youth groups (4-H, FFA, Boy Scouts, and Girl Scouts), Rotary, Optimist, and Lions, to recruit volunteers to help glean, transport, and distribute produce and food
- community action groups, public aid offices, local health department, food pantries, food banks, State and local governments, and churches to accept and distribute donated produce and food
- local farmers, growers, grower associations, and processors or contractors to help coordinate availability of produce, transportation, and at what frequency produce will be available to glean or recover.

**Note:** If faith-based organizations assist in food recovery or other projects, every effort must be made to include people from all religious backgrounds; that is, Christian, Muslim, Jewish, and so forth.

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#### B

##### Use of Subcommittees

Assign working groups or subcommittees to develop and resolve critical strategy issues that may arise. Subcommittee issues may include the following topics.

| Topic          | Strategy Issues   |
|----------------|---|
| Transportation | How will produce be transported to and from the gleaned fields or farmers' markets to distribution sites?<br><br>What type of transportation will be needed to transport the gleaned produce and at what amount and schedule? |

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### 3 Establishing FG/FR Committees (Continued)

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#### B

#### Use of Subcommittees (Continued)

| Topic        | Strategy Issues   |
|--------------|---|
| Volunteers   | <ul style="list-style-type: none"> <li>Who will recruit the volunteers?</li> <li>How many volunteers will be needed?</li> <li>Where to recruit volunteers?</li> <li>Who will be in charge of scheduling volunteers?</li> </ul>  |
| Distribution | <ul style="list-style-type: none"> <li>How many distribution sites?</li> <li>Who will notify recipients?</li> <li>Who will be responsible for supervising the distribution of produce?</li> <li>How much produce can be distributed and how often can this amount be accepted?</li> </ul> |
| Publicity    | <ul style="list-style-type: none"> <li>Who will coordinate publicity for the project?</li> <li>Who will take pictures, write articles, and so forth?</li> </ul>   |

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### 4 Identifying and Resolving Potential FG/FR Problems

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#### A

#### Establishing Effective Local Partnerships

In some instances, individuals and organizations may be unwilling to commit to the project until after they see results. Good results attract others who may be willing to join the gleaning and food recovery efforts. Publicizing a project's accomplishments and success stories with pictures will encourage new people to get involved. FSA has learned that:

- effective local partnerships established at the onset between State and County Offices and local nonprofit groups and organizations help to eliminate confusion and possible collapse of FG/FR projects
- recognizing and treating, as valued partners, each individual, group, organization, and company that brings added value to the project:
  - encourages and generates increased local communities' support for continuing the FG/FR project
  - plays a critical part in the project's success.

**Note:** Starting with small projects will allow effective management of details. One successful project is better than two or more problem projects.

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#### 4 Identifying and Resolving Potential FG/FR Problems (Continued)

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##### B

##### Handling Perishable Produce

Some organizations that distribute food items may not have the capability to store fresh produce or want to distribute it. Therefore, volunteers must be flexible to meet strict deadlines involved with gleaning, delivering, and distributing perishable produce.

Schedule activities carefully with ample time to notify volunteers and recipients to be available at the:

- farm site to perform the gleaning activity or receive the produce with only minimum disruption to the farming operation
  - distribution site to receive, store, and distribute the produce when it arrives.
- 

##### C

##### Acquiring Transportation

Acquiring reliable transportation for gleaned food may be the biggest problem facing a project. The 2 biggest issues are discussed in the following table.

| Issue                   | Discussion  |
|-------------------------|---|
| Transporting volunteers | State and County Offices should not commit to providing transportation for volunteers. Contingency plans for transporting volunteers to and from the project, such as farm, warehouse, or soup kitchen, should be included during the initial development and design of the project.  |
| Transporting food       | <p>Because freshly harvested produce is perishable, it must be transported and delivered to the distribution site as quickly and as safely as possible.</p> <ul style="list-style-type: none"> <li>• Consider establishing partnerships that will allow transport of gleaned or recovered food at no cost.</li> <li>• Possible partners may include farmers, auto dealers, National Guard units, trucking companies, and county highway and sheriff departments that have vehicles they may be willing to donate for use in the project.</li> </ul> <p><b>Note:</b> Shorter distances to haul the produce increase the likelihood of recruiting volunteers to provide the transportation.</p> |

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#### 4 Identifying and Resolving Potential FG/FR Problems (Continued)

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##### D

##### Identifying Donors

Finding donors for FG/FR is **critical** to the success of the project, and must be 1 of the first tasks accomplished for a successful project.

If donors are carefully identified, solicited, and informed during the FG/FR project, they are more likely to continue the project. Their peers who may have initially declined to participate are also more likely to offer their own produce or food.

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##### E

##### Communications and Publicity

Recovering excess food for distribution to the hungry has an innate high human interest factor, which is a key component in attracting media coverage. Communicating FG/FR project activities and successes through the media will:

- generate support for FG/FR efforts
- increase awareness of FG/FR efforts
- attract additional volunteers and new partners for FG/FR efforts.

Incorporate a communications strategy into initial project plans outlining media goals and indicating specifically how goals will be achieved. Planning for and attracting media coverage is essential to the success of the project. A "kickoff ceremony" may be planned, designating a Day of Field Gleaning and Food Recovery or inviting a well-known personality or official to visit the project site.

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#### 5 FSA's Role in Establishing or Enhancing Farmers' Markets

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##### A

##### Assessing Potential for Establishing Farmers' Markets

Local FG/FR project coordinators shall use Exhibit 1 to determine whether:

- farmers' markets currently exist in their county or counties
- growers participating in an existing market are involved in any gleaning or food donation effort
- there are a sufficient number of FAV producers, in the county or counties, who are interested in establishing a market

**Note:** As a general rule, at least 6 producers are probably necessary to consistently attract enough customers for a successful market.

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Continued on the next page

**5 FSA's Role in Establishing or Enhancing Farmers' Markets (Continued)**

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**A**

**Assessing  
Potential for  
Establishing  
Farmers'  
Markets  
(Continued)**

- a sufficient number of potential customers can be attracted to render a market profitable for producers.

**Note:** FSA shall:

- **not** initiate any activity that is in direct competition with established farmer-operated markets
  - work with local farmers' market authorities
  - take actions that will complement and not adversely affect established markets.
- 

**B**

**Sources of  
Information**

Use the following resources to determine interest:

- COC and Service Center employees' knowledge
  - Local Food and Agriculture Councils
  - comments from interested producers resulting from County Office newsletters articles
  - planning meetings with representatives from the following:
    - Extension Service, Rural Development, NRCS, RMA, FNS, AMS, or other USDA agencies
    - agricultural producers
    - local farm and city committees or organizations
    - local government officials and/or State department of agriculture
    - minority and women's organizations
    - local food banks, soup kitchens, churches, and food recovery charities.
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## Notice AO-1162

### 5 FSA's Role in Establishing or Enhancing Farmers' Markets (Continued)

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#### C

##### **Local FG/FR Project Coordinator Responsibilities**

The role of the local FG/FR project coordinator, with respect to farmers' markets, includes:

- serving as point of contact for FSA-sponsored farmers' markets
  - hosting periodic meetings for farmers, agricultural officials, and community leaders to discuss progress and future of farmers' markets
  - encouraging producers to establish or participate in farmers' market committees which direct future growth, promotion, and regulation of their community farmers' markets
  - serving as advisor to independent farmers' market committees, if requested
  - monitoring progress of community farmers' markets at Federal or offsite locations, and taking the lead in coordinating cooperation of interested parties to ensure success
  - advocating and coordinating FG/FR activities at farmers' markets, and if necessary, serving as a liaison between farmers and food banks, pantries, and charities.
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#### D

##### **Local FG/FR Project Coordinator Action**

Local FG/FR project coordinators shall take action according to the following table.

| <b>IF...</b>  | <b>THEN...</b>  |
|---|---|
| a farmers' market is <b>not</b> available                     | <ul style="list-style-type: none"><li>• determine whether sufficient interest exists in the community to support a market</li><li>• take a lead role in organizing a committee to promote establishment of a farmers' market.</li></ul>                   |
| farmers' markets exist and do participate in FG/FR activities | <ul style="list-style-type: none"><li>• contact farmers' market managers and growers to offer assistance in promoting the market</li><li>• actively support and publicize existing farmers' markets to ensure the market's continued viability.</li></ul> |

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**5 FSA's Role in Establishing or Enhancing Farmers' Markets (Continued)**

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**D**

**Local FG/FR**

**Project Coordinator**

**Action (Continued)**

| IF...   | THEN...  |
|---|--|
| farmers' markets exist but do not participate in FG/FR activities | <ul style="list-style-type: none"> <li>• contact farmers' market managers and growers to offer assistance in promoting the market</li> <li>• propose an FG/FR project for donating produce, which would otherwise be discarded or destroyed, to local food banks or charities</li> <li>• facilitate and coordinate discussion and cooperation between food banks and charities and the local farmers' market</li> <li>• actively support and publicize existing farmers' markets to ensure their continued viability.</li> </ul> |

**6 Guidelines for Conducting FSA-Sponsored Farmers' Markets**

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**A**

**Space**

Every effort should be made to locate no-cost space to hold the market at a nongovernment location. Sources may include land that is owned by any of the following:

- the county or city; such as, county fairgrounds or county courthouse grounds
- local business leaders or farmers
- local civic organizations.

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6 Guidelines for Conducting FSA-Sponsored Farmers' Markets (Continued)

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A

Space  
(Continued)

If a nongovernment location is not available, CED's may determine whether USDA parking lot space may be used to host a farmers' market. When making this determination, consider:

- size, traffic, and convenience of USDA Service Center parking facility
- lease or landlord agreements limiting use of facility for a farmers' market
- zoning, traffic ordinances, business licenses, and any other local legal restrictions
- liability of USDA regarding personal injury.

**Note: Parking lot space associated with Federal facilities, whether owned or leased, must not be used for strictly commercial activities.** Federal law allows that these parking lots may be used to host these markets if:

- no other no-cost space is available
  - the market includes educational, cultural, recreational and other noncommercial elements, especially food recovery. Paragraph 7 provides more information about these required elements.
- 

B

Diversity

**Diversity is absolutely essential.** Outreach efforts must be conducted to enhance the possibility of ethnic and cultural diversity among participating producers, to ensure that:

- all local producers who may be interested in participating are given the opportunity to participate
  - customers enjoy a variety of local, ethnic, and cultural cuisine products, and learn about different cultures.
- 

C

Producer-Only  
Rule

Farmers' markets sponsored by FSA must adhere to the producers-only rule, which means that the locally-grown produce must be marketed by producers, their families, or employees who produced the items they will sell. The markets must offer local produce, but may also include aquaculture, meats, cheese, honey, herbs, baked goods, or other items.

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6 Guidelines for Conducting FSA-Sponsored Farmers' Markets (Continued)

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C

**Producer-Only  
Rule (Continued)**

Bakers who produce their own products are considered producers. Bakers serve the purpose of drawing more customers into the market, where they will then buy produce. For informational and educational purposes, it is important for producers to be able to discuss with customers how, where, and under what conditions the produce was grown.

It is essential to **not** allow anyone to supplement what they grew by going to another market and then reselling that produce or item at a USDA market.

The producer-only rule must be followed. However, limited exceptions to the producer-only rule for youth participants or community nonprofit organizations may exist. Ask for guidance from the State FG/FR coordinator.

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D

**Quality Products**

Every effort should be made to include as many high-quality products as possible, if producers meet the requirements for these markets.

- In addition to complying with the producers-only rule, confirmation is needed from a local source who knows the vendor and can verify the quality of their product or products.
  - USDA officials may contact local state department of agriculture officials or the actual producer before making the decision whether it is appropriate for a producer to participate in the market.
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E

**Gleaning**

Food recovery must be performed at the end of each market.

- At the end of a market day, producers may donate unsold goods to a local organization or organizations involved in distributing food to hungry people. Customers may also have an opportunity to donate food items they purchase at the market.
- An area to accept food donations should be a regular part of each market.

A system for distributing donations within the local community should be established by the FG/FR committee.

**Note:** Food donations are not required for a producer to participate, but USDA strongly supports the concept of FG/FR.

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Continued on the next page

**6 Guidelines for Conducting FSA-Sponsored Farmers' Markets (Continued)**

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**F**

**Tax Deduction  
for Food  
Donated or  
Gleaned**

For producers who keep accurate records of food donated to charitable organizations, there may be tax deductions; however, USDA cannot offer tax advice. Any questions about deductions a producer may have should be addressed to the IRS or a tax consultant. Most charitable organizations will provide a receipt for the number of pounds of food donated.

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**G**

**Compliance with  
Business  
Regulations**

Each participating producer is responsible for the proper city, county, state, or Federal license necessary to do business, as well as being in compliance with any state or local health department regulations or sales tax requirements.

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**H**

**Market Hours of  
Operation**

Establish hours of operation and select a day of the week based on the local situation. Consider the best time to maximize a target audience of customers. In some locations where there may be considerable lunch time traffic, the middle of the day may be better than an early morning or a late afternoon market.

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**I**

**Displays and  
Product Pricing**

Displays should be neat and appealing.

Producers:

- are responsible for bringing and setting up their own display, such as tables, tent, or canopy, as well as cleaning up the area after the market
  - are responsible for establishing their prices and should ensure that they have proper change available
  - may also distribute literature, such as recipes, about their products from their display area.
- 

**J**

**Free  
Participation**

Producers will not be charged a fee to participate in an FSA-sponsored market, unless participating vendors agree to charges that will offset expenses resulting from holding the market.

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## 6 Guidelines for Conducting FSA-Sponsored Farmers' Markets (Continued)

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### K

#### Service Center Publicity

Service Centers shall promote and advertise community farmers' markets:

- in County Office newsletters
- on USDA Service Center bulletin boards
- in day-to-day communication with farmers and the public.

CED's shall take an active outreach role to ensure that all producers, especially small and limited-resource farmers in the community are aware of the farmers' market and encouraged to participate.

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### L

#### Ethics

USDA employees must consider ethical standards and guidelines when involved with farmers' markets. The sale of produce at any USDA-sponsored market by a USDA employee may only occur if the employee is in a leave or nonwork status. Employees must avoid any appearance of favoritism and refrain from:

- accepting gifts of produce from producers
  - advertising for specific producers.
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## 7 Elements of Farmers' Market

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### A

#### Purpose of Farmers' Market

Following are the fundamental purposes for holding farmers' markets:

- promote the issues of expanded consumption of fresh produce
- promote greater public awareness
- promote contributions of food recovery
- support farmers' markets in general.

To be successful, markets must include educational, cultural, and other noncommercial elements, the most important of which is food recovery. Additionally, if a market is held on Federal property, all 3 elements must be present. If these required elements are not part of the market, the market must **not** be held on Federal property.

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7 Elements of Farmers' Market (Continued)

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**B**

**Educational  
Element**

FSA-sponsored farmers' markets must have an information booth or table with pamphlets and other publications about issues regarding agriculture, hunger, and nutrition.

**Examples:** Following are examples of topics for the booth or table:

- the Women, Infants, and Children Farmers' Market Nutrition Program (WIC FMNP)
- the overall WIC program
- school lunch and school breakfast
- FG/FR
- organic farming
- other USDA programs.

The theme of the information booth or table should be rotated among several ideas, so that it is not simply a repetition of the same themes at every market. There should be either a USDA official or some other person, possibly from a nonprofit anti-hunger organization, knowledgeable about these issues present at the booth or table to discuss the issues with the public.

At the opening and closing of markets each year, or other special occasions, speakers should talk about:

- farmers' markets food recovery
- the importance of fresh FAV consumption
- WIC FMNP
- other relevant issues.

Obviously, selection of a speaker or speakers depends on the local situation at each market. These speeches serve to attract media coverage, which then multiplies the information and educational impact. Speakers will be needed only at a couple of markets during the season.

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## 7 Elements of Farmers' Market (Continued)

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### C

#### **Cultural Element**

Encouraging participation in farmers' markets by producers from a variety of ethnic, cultural, and economic groups is essential in providing information about different cultures and promoting diversity. To the extent possible, farmers' markets should seek out ethnic producers, including Native American, African American, Hispanic, and Asian Pacific American producers, and limited resource producers, to advise of the existence of the farmers' market and to encourage participation.

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### D

#### **Other Noncommercial Element - Food Recovery**

Food recovery is obviously noncommercial. A local anti-hunger institution will come by to pick up food donations at the end of each market. This institution should be encouraged to:

- provide educational materials for the information booth
  - talk to customers and producers
  - encourage their employees to contribute to the informational impact of the market by discussing their work in fighting hunger.
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## 8 Reporting Requirements

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### A

#### **Interest Assessment Survey**

County Offices shall:

- complete the survey in Exhibit 1, page 1
- FAX it to the State Office by **June 10, 1998**.

State Offices shall:

- compile County Office surveys
  - FAX 1 State summary survey (Exhibit 1, page 2) and a copy of each County Office survey to Sue Rourk King by **June 17, 1998**.
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## Notice AO-1162

### 8 Reporting Requirements (Continued)

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#### B

##### FSA FG/FR Report (AO-160R)

The local FG/FR project coordinator shall:

- prepare AO-160R in Exhibit 2 upon completion of any of the following FG/FR activities:
  - newly established farmers' market
  - the initiation of gleaning from an existing farmers' market
  - any other completed FG/FR activity
- submit AO-160R to the State FG/FR coordinator.

**Note:** State FG/FR coordinators may also use AO-160R to report State Office FG/FR activities.

State FG/FR coordinators shall FAX a copy of each AO-160R to Sue Rourk King, at 816-823-2464.

**Note:** Multiple-line entries can be used to report results from repeating markets held throughout the season.

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### 9 National and State Offices' Contacts

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#### A

##### National Office Assistance

The National Office will provide ongoing technical advice to State FG/FR Coordinators. Sue Rourk King is the FSA National Office FG/FR Coordinator. She may be reached at 816-926-6189.

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#### B

##### SED Action

State Offices shall:

- select an individual to serve as the State FG/FR coordinator
  - include the name, office address, office and FAX telephone numbers, and home telephone number on the form in Exhibit 3
  - by COB **June 3**, 1998, FAX the completed Exhibit 3 to Sue Rourk King at 816-823-2464.
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**Farmers' Market Interest Assessment Survey**

**State:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Instructions:** List known community farmers' markets being held in your county or Service Center area.

Put an asterisk (\*) beside markets currently participating in some type of gleaning or food recovery. Type or print legibly.

| Market Name<br>and Location | Contact Person and<br>Mailing Address | Telephone Number | Type                  |                       |
|-----------------------------|---------------------------------------|------------------|-----------------------|-----------------------|
|                             |                                       |                  | Open-Air/<br>Seasonal | Covered<br>Facilities |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |
|                             |                                       |                  |                       |                       |

How many FAV producers are there in your county or counties? \_\_\_\_\_

How many FAV producers expressed interest in participating to establish a farmers' market? \_\_\_\_\_

Do you believe their level of interest is sufficient to potentially establish a new market? \_\_\_\_\_

What conditions exist to assure a customer base if a new market were established? \_\_\_\_\_

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**Note:** FAX to State FG/ FR coordinator by **June 10, 1998.**

State: \_\_\_\_\_

Number of existing markets within State \_\_\_\_\_

Number of FAV producers within State \_\_\_\_\_

Number of counties with FAV producers \_\_\_\_\_

Number of counties where FAV producers indicated interest in farmers' markets \_\_\_\_\_

Number of counties with enough interest to potentially establish a new market \_\_\_\_\_

Comments: \_\_\_\_\_

**Note:** FAX to Sue Rourk King, at 816-823-2464, by **June 17, 1998.**

**FSA Field Gleaning and Food Recovery Report (AO-160R)**

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State: \_\_\_\_\_ County: \_\_\_\_\_

**TYPE OF ACTIVITY:**

- ☐ Field Gleaning Project Crop(s) \_\_\_\_\_  
☐ Farmers Market/Food Recovery  
☐ Transportation of Recovered Food  
☐ Food Drive Donations  
☐ Sorting Food at a Food Bank  
☐ Food Recovery from Government Meal Functions  
☐ Food Recovery from Retail Food Outlets; such as restaurants, hotels, and grocery stores  
☐ Conducted Food Recovery and Nutrition Education Program  
☐ Other \_\_\_\_\_

**LOCATION WHERE ACTIVITY OCCURRED:** \_\_\_\_\_  
 \_\_\_\_\_**FOOD DONATED BY:** \_\_\_\_\_**DONOR'S ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_

| DATE | NO. OF<br>VOLUNTEERS<br>INVOLVED | NO. OF POUNDS OF<br>FOOD DONATED |                    | FOOD DONATED TO | TOTAL NO.<br>OF<br>VOLUNTEER<br>HOURS |
|------|----------------------------------|----------------------------------|--------------------|-----------------|---------------------------------------|
|      |                                  | Fresh<br>Produce                 | Non-<br>Perishable |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |
|      |                                  |                                  |                    |                 |                                       |

**Notes:** Upon completion, local FG/FR project coordinators shall FAX this form to the State FG/FR coordinator.

State FG/FR coordinators shall FAX a copy to Sue Rourk King, at 816-823-2464.

\_\_\_\_\_

**Designating State Field Gleaning and Food Recovery Coordinator**

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The following information is for the \_\_\_\_\_ State FG/FR coordinator.  
(State)

| <b>Name</b> | <b>Office Address</b> | <b>Office Phone<br/>Number</b> | <b>Office FAX<br/>Number</b> | <b>Home Phone<br/>Number</b> |
|-------------|-----------------------|--------------------------------|------------------------------|------------------------------|
|             |                       |                                |                              |                              |

**Note:** By COB **June 3, 1998**, FAX this information to Sue Rourk King, at 816-823-2464.

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